

PART 642--TRAINING PROGRAM FOR FEDERAL TRIO PROGRAMS

[Code of Federal Regulations][Title 34, Volume 3][Revised as of July 1, 2001]From the U.S. Government Printing Office via GPO Access [CITE: **34CFR642.1**][Page 289] TITLE 34--EDUCATION CHAPTER VI--OFFICE OF POSTSECONDARY EDUCATION, DEPARTMENT OF EDUCATION PART 642--TRAINING PROGRAM FOR FEDERAL TRIO PROGRAMS—

Table of Contents Subpart A--General Sec. 642.1 Training Program for Federal TRIO Programs. The Training Program for Federal TRIO Programs--referred to in these regulations as the Training Program--provides Federal financial assistance to train the staff and leadership personnel employed in, or preparing for employment in, Federal TRIO Program projects. (Authority: 20 U.S.C. 1070a-17)[58 FR 51519, Oct. 1, 1993]

[Code of Federal Regulations][Title 34, Volume 3][Revised as of July 1, 2001] From the U.S. Government Printing Office via GPO Access[CITE: **34CFR642.2**][Page 289] TITLE 34--EDUCATION CHAPTER VI--OFFICE OF POSTSECONDARY EDUCATION, DEPARTMENT OF EDUCATION PART 642--TRAINING PROGRAM FOR FEDERAL TRIO PROGRAMS—

Table of Contents Subpart A--General Sec. 642.2 Eligible applicants. The following are eligible to apply for a grant to carry out a Training Program project:

- (a) Institutions of higher education.
 - (b) Public and private nonprofit agencies and organizations.
- (Authority: 20 U.S.C. 1070a-17)

Table of Contents Subpart A--General Sec. 642.3 Eligible participants. The following are eligible for training under this program:

- (a) Leadership personnel and full and part-time staff members of projects under the Federal TRIO Programs.
- (b) Individuals preparing for employment as staff or leadership personnel in projects under the Federal TRIO Programs.

(Authority: 20 U.S.C. 1070a-17)[47 FR 17788, Apr. 23, 1982, as amended at 58 FR 51519, Oct. 1, 1993]

Table of Contents Subpart A--General Sec. 642.4 Regulations that apply to the Training Program. The following regulations apply to the Training Program:

- (a) The Education Department General Administrative Regulations (EDGAR) as follows:
 - (1) 34 CFR part 74 (Administration of Grants to Institutions of Higher Education, Hospitals, and Nonprofit Organizations).
 - (2) 34 CFR part 75 (Direct Grant Programs).
 - (3) 34 CFR part 77 (Definitions that Apply to Department Regulations).

- (4) 34 CFR part 79 (Intergovernmental Review of Department of Education Programs and Activities).
 - (5) 34 CFR part 82 (New Restrictions on Lobbying).
 - (6) 34 CFR part 85 (Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)).
 - (7) 34 CFR part 86 (Drug-Free Schools and Campuses).
 - (b) The regulations in this part 642.
- (Authority: 20 U.S.C. 1070a-11 and 1070-17) [47 FR 17788, Apr. 23, 1982, as amended at 58 FR 51519, Oct. 1, 1993]

Table of Contents Subpart A--General Sec. 642.5 Definitions that apply to the Training Program.

- (a) Definitions in EDGAR. The following terms used in this part are defined in 34 CFR part 77:

Applicant	Grantee
Application	Nonprofit
Award	Private
Budget	Project
EDGAR	Project period
Equipment	Public
Facilities	Secretary
Fiscal year	State
Grant	Supplies

- (b) Definitions that apply to this part. The following definitions apply to this part:
 Act means the Higher Education Act of 1965, as amended. [[Page 290]]
 Federal TRIO Programs means the Upward Bound, Talent Search, Student Support Services, Educational Opportunity Centers, and Ronald E. McNair Postbaccalaureate Achievement Programs.
 (Authority: 20 U.S.C. 1001 et seq., 1070a-11, 1070-17, 1088, 1141, and 1144a)
 Institution of higher education means an educational institution as defined in section 481, 1201(a), or 1204 of the Act.
 Leadership personnel means project directors, coordinators, and other individuals involved with the supervision and direction of projects under the Federal TRIO Programs.
 47 FR 17788, Apr. 23, 1982, as amended at 54 FR 7737, Feb. 22, 1989; 57 FR 9005, Mar. 13, 1992; 58 FR 51519, Oct. 1, 1993

Table of Contents Subpart B--What Kinds of Projects Does the Secretary Assist Under This Program?--General Sec. 642.10 Activities the Secretary assists under the Training Program.

- (a) A Training Program project trains the staff and leadership personnel of Federal TRIO Program projects to enable them to more effectively operate those projects.

- (b) A Training Program project may include conferences, internships, seminars, workshops, and the publication of manuals designed to improve the operations of Federal TRIO Program projects.
 - (c) Each year, one or more Training Program projects must provide training for new project directors.
 - (d) Each year, one or more Training Program projects must offer training covering the following topics:
 - (1) The legislative and regulatory requirements for operating Federal TRIO Programs.
 - (2) Assisting students to obtain adequate student financial assistance from programs authorized under Title IV of the Act, as well as from other sources.
 - (3) The design and operation of model Federal TRIO Program projects.
- (Authority: 20 U.S.C. 1070a-17)[58 FR 51519, Oct. 1, 1993]Subpart C [Reserved]

Subpart D--How Does the Secretary Make a Grant?--General Sec. 642.30 How the Secretary evaluates an application for a new award.

- (a) The Secretary evaluates an application on the basis of the criteria in Sec. 642.31.
 - (1) The Secretary awards up to 100 points for these criteria.
 - (2) The maximum possible score for each complete criterion is indicated in the parentheses next to the heading of that criterion.
 - (b) In addition, for applicants that have conducted a Training Program project within the three fiscal years prior to the fiscal year for which the applicant is applying, the Secretary considers the experience of the applicant on the basis of Sec. 642.32.
- (Authority: 20 U.S.C. 1070d, 1070d-1d)

Subpart D--How Does the Secretary Make a Grant?--General Sec. 642.31 Selection criteria the Secretary uses. The Secretary uses the criteria in paragraphs (a) through (f) of this section to evaluate applications:

- (a) Plan of operation. (20 points)
 - (1) The Secretary reviews each application for information that shows the quality of the plan of operation for the project.
 - (2) The Secretary looks for information that shows—
 - (i) High quality in the design of the project;
 - (ii) An effective plan of management that insures proper and efficient administration of the project;
 - (iii) A clear description of how the objectives of the project relate to the purpose of the program;
 - (iv) The way the applicant plans to use its resources and personnel to achieve each objective; and

- (v) A clear description of how the applicant will provide equal access and treatment for eligible project participants who are members of groups that have been traditionally underrepresented, such as—
 - (A) Members of racial or ethnic minority groups;
 - (B) Women;
 - (C) Handicapped persons; and
 - (D) The elderly.
- (b) Quality of key personnel. (20 points)
 - (1) The Secretary reviews each application for information that shows the qualifications of the key personnel the applicant plans to use on the project.
 - (2) The Secretary looks for information that shows—
 - (i) The qualifications of the project director;
 - (ii) The qualifications of each of the other key personnel to be used in the project;
 - (iii) The time that each person referred to in paragraphs (b)(2)(i) and (ii) of this section plans to commit to the project; and
 - (iv) The extent to which the applicant, as part of its nondiscriminatory employment practices, encourages applications for employment from persons who are members of groups that have been traditionally underrepresented, such as—
 - (A) Members of racial or ethnic minority groups;
 - (B) Women;
 - (C) Handicapped persons; and
 - (D) The elderly.
 - (3) To determine the qualifications of a person, the Secretary considers evidence of past experience and training, in fields related to the objectives of the project, as well as other information that the applicant provides.
- (c) Budget and cost effectiveness. (10 points)
 - (1) The Secretary reviews each application for information that shows that the project has an adequate budget and is cost effective.
 - (2) The Secretary looks for information that shows—
 - (i) The budget for the project is adequate to support the project activities; and
 - (ii) Costs are reasonable in relation to the objectives of the project.
- (d) Evaluation plan. (10 points)
 - (1) The Secretary reviews each application for information that shows the quality of the evaluation plan for the project.
 - (2) The Secretary looks for information that shows methods of evaluation that are appropriate for the project and, to the extent possible, are objective and produce data that are quantifiable.
- (e) Adequacy of resources. (15 points)
 - (1) The Secretary reviews each application for information that shows that the applicant plans to devote adequate resources to the project.
 - (2) The Secretary looks for information that shows—
 - (i) The facilities that the applicant plans to use are adequate; and
 - (ii) The equipment and supplies that the applicant plans to use are adequate.

(f) Need. (25 points)

(1) The Secretary reviews each application for information that shows a need for a Training Program project.

(2) The Secretary looks for information that shows—

(i) The extent to which the proposed training addresses a specific need not addressed by other training projects available to Federal TRIO Programs personnel;

(ii) The extent to which the proposed training addresses a significant training need in the region(s) to be served; and

(iii) The extent to which the proposed training addresses needs that are consistent with the topics required by statute and other topics chosen as priorities by the Secretary as authorized under Sec. 642.34.

(Authority: 20 U.S.C. 1070a-11 and 1070a-17)[47 FR 17788, Apr. 23, 1982, as amended at 58 FR 51519, Oct. 1, 1993] Effective Date Note: At 58 FR 51519, Oct. 1, 1993 in Sec. 642.31, paragraph (f)(2)(i) was amended by removing "Special Programs" and adding "Federal TRIO Programs" in their place, and (f)(2)(iii) was revised. This section contains information collection and recordkeeping requirements and will not become effective until approval has been given by the Office of Management and Budget.

Subpart D--How Does the Secretary Make a Grant? –General Sec. 642.32 Prior experience.

(a)(1) The Secretary gives priority to each applicant that has conducted a Training Program project under title IV-A-4 of the Higher Education Act within the three fiscal years prior to the fiscal year for which the applicant is applying.

(2) To determine the number of priority points to be awarded each eligible applicant, the Secretary considers the applicant's prior experience of service delivery in accordance with paragraphs (b) and (c) of this section.

(b)(1) The Secretary may add from one to eight points to the point score obtained on the basis of the selection[[Page 292]]criteria in Sec. 642.31, based on the applicant's success in meeting the administrative requirements and programmatic objectives of paragraph (c) of this section.

(2) The maximum possible score for each criterion is indicated in the parentheses preceding the criterion.

(c)The Secretary--based on information contained in one or more of the following: Performance reports, audit reports, training site visit reports, evaluations by participants, project evaluation reports, the previously funded application, the negotiated program plan(s), and the application under consideration--looks for information that shows—

(1) (2 points) The extent to which the project has served the number and kinds of training participants it was funded to serve;

(2) (2 points) The extent to which participants benefited from training in areas such as—

- (i) Increased qualifications and skills in meeting the needs of disadvantaged students;
and
- (ii) Increased knowledge and understanding of the Federal TRIO Programs;

(3) (2 points) The extent to which the applicant has achieved other goals and objectives as stated in the previously funded application or negotiated program plan; and

(4) (2 points) The extent to which the applicant has met the administrative requirements--including recordkeeping, reporting, and financial accountability--under the terms of the previously funded award.

(Authority: 20 U.S.C. 1070a-11)[47 FR 24973, June 8, 1982, as amended at 58 FR 51520, Oct. 1, 1993]

Subpart D--How Does the Secretary Make a Grant?--General Sec. 642.33 Geographic distribution. The Secretary, to the greatest extent possible, awards grants for Training Program projects that will be carried out in all of the regions of the Nation in order to assure accessibility to prospective training participants.

(Authority: 20 U.S.C. 1070a-17)

Subpart D--How Does the Secretary Make a Grant?—General Sec. 642.34 Priorities for funding.

(a) The Secretary, after consultation with regional and State professional associations of persons having special knowledge with respect to the training needs of Special Programs personnel, may select one or more of the following subjects as training priorities:

- (1) Basic skills instruction in reading, mathematics, written and oral communication, and study skills.
- (2) Counseling.
- (3) Assessment of student needs.
- (4) Academic tests and testing.
- (5) College and university admissions policies and procedures.
- (6) Student financial aid.
- (7) Cultural enrichment programs.
- (8) Career planning.
- (9) Tutorial programs.
- (10) Retention and graduation strategies.
- (11) Support services for persons of limited proficiency in English.
- (12) Support services for physically handicapped persons.

- (13) Strategies for preparing students for doctoral studies.
- (14) Project evaluation.
- (15) Budget management.
- (16) Personnel management.
- (17) Reporting student and project performance.
- (18) Coordinating project activities with other available resources and activities.
- (19) General project management for new directors.
- (20) Legislative and regulatory requirements for the operation of programs.
- (21) The design and operation of model programs for projects funded under the Federal TRIO Programs.
- (b) The Secretary annually funds training on the subjects listed in paragraphs (a)(6), (19), (20), and (21) of this section.
- (c) The Secretary may consider an application for a Training Program project that does not address one of the established priorities if the applicant addresses another significant training need in the local area being served by the Federal TRIO Programs.

(Authority: 20 U.S.C. 1070a-11 and 1070a-17)

[54 FR 7737, Feb. 22, 1989, as amended at 58 FR 51520, Oct. 1, 1993][[Page 293]]

Subpart E--What Conditions Must Be Met by a Grantee?--General Sec. 642.40 Allowable costs. Allowable project costs may include the following costs reasonably related to carrying out a Training Program project:

- (a) Rental of space, if space is not available at a sponsoring institution and if the space is not owned by a sponsoring institution.
- (b) Printing.
- (c) Postage.
- (d) Purchase or rental of equipment if approved in writing by the Secretary.
- (e) Consumable supplies.
- (f) Transportation costs for participants and training staff.
- (g) Lodging and subsistence costs for participants and training staff.
- (h) Transportation costs, lodging and subsistence costs and fees for consultants, if any.
- (i) Honorariums for speakers who are not members of the staff or consultants to the project.
- (j) Other costs that are specifically approved in advance and in writing by the Secretary.

(Authority: 20 U.S.C. 1070a-11 and 1070a-17)

Subpart E--What Conditions Must Be Met by a Grantee?--General Sec. 642.41

Nonallowable costs. Costs that may not be charged against a grant under this program include the following:

- (a) Research not directly related to the evaluation or improvement of the project.
- (b) Construction, renovation, or remodeling of any facilities.

(c) Stipends, tuition fees, and other direct financial assistance to trainees other than those participating in internships.

(Authority: 20 U.S.C. 1070a-11 and 1070a-17)